



USAID
FROM THE AMERICAN PEOPLE

U.S. New Applicant Checklist (Required Documents)

**APPLICATIONS FOR REGISTRATION WILL NOT BE ACCEPTED LESS THAN 18 MONTHS
FROM THE DATE OF INCORPORATION**

Please submit in duplicate the following documents with a cover letter explaining why your organization is applying for registration with the U.S. Agency for International Development (USAID) and a description of current or intended overseas activities.

Please return this checklist with your submission.

- _____ 1. Audited financial statements prepared both on an accrual basis in accordance with generally accepted accounting principles (GAAP) and by an independent, certified public accountant (CPA). **Financial statements must be in final form and for the most recent fiscal year end. Drafts will not be accepted.**
- _____ 2. Annual report (draft acceptable) or a similar document describing overall program activities. **The annual report must be for the same fiscal year as the financial statements.**
- _____ 3. AID Form 1550-2, PVO Initial Registration.
- _____ 4. AID Form 200-1, PVO Classification Form.
- _____ 5. Articles of incorporation or charter on state letterhead with state seal and authorizing state official signature.
- _____ 6. Bylaws or relevant documents establishing corporate structure.
- _____ 7. List of board members with employees of the organization indicated.
- _____ 8. IRS Form 990.
- _____ 9. OMB Circular A-133 audit, **if applicable.**

DOCUMENTS MUST BE SUBMITTED IN DUPLICATE AND FOR THE SAME FISCAL YEAR.

**REGISTRATION IS AN ANNUAL ACTIVITY.
ANNUAL SUBMISSION OF DOCUMENTS IS REQUIRED EACH YEAR**